



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not

Class Title	Housing Technician
Class Code Number	3060

General Statement of Duties

Implements the City's Housing and Redevelopment Programs in the acquisition, renovation, and disposition of real property in the City of Eureka; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to implement the City's Housing and Redevelopment Programs in the acquisition, renovation, and disposition of real property in the City of Eureka. The work is performed under the supervision and direction of higher staff as assigned, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment and in the field.

Examples of Essential Work (Illustrative Only)

- Implements the City's Housing and Redevelopment Programs in the acquisition, renovation, and disposition of real property in the City of Eureka;
- Develops and processes loan applications from start to completion for the rehabilitation of real property of targeted income groups, including interviewing applicants, performing intake duties, processing loan applications, evaluating, collecting and verifying application information, explaining the various City Housing and Redevelopment Programs to prospective loan recipients, and taking applications through to the approval process;
- Performs property inspections and develops work write-ups with the property owner's input and approval, including adhering to program eligibility and guidelines, preparing rehabilitation contracting documents, and monitoring the bidding process and work;
- Monitors and implements procedures for loan/grant closings, including coordinating

and interacting with owners and escrow staff, setting up loan collection accounts, and implementing procedures regarding loan/grant defaults, loan extensions, and related monitoring requirements;

- Disburses funds to contractors for work completed, including providing the final accounting of loan proceeds, and adjusting and documenting changes to Note as required;
- Establishes and maintains records and files for City rehabilitation and redevelopment programs, including all documentation related to loans, contracting agreements, and fund disbursements;
- Participates in field survey work, including gathering data for State and Federal grant applications, and other related duties;
- Performs public relations and customer service duties as required;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Some knowledge of City, State, and Federal rehabilitation housing program guidelines;
- Some knowledge of City operations, policies, and procedures;
- Some knowledge of real estate loan practices and procedures for packaging and processing loans;
- Some knowledge of escrow procedures;
- Some knowledge of banking, finance, real estate, and construction industries;
- Some knowledge of arithmetic computations;
- Some knowledge of basic construction and rehabilitation methods;
- Some knowledge of modern office methods, procedures, and equipment;
- Ability to conduct effective interviews for loan applications;
- Ability to evaluate applicant personal and financial data and assemble loan packages;
- Ability to read, comprehend, and translate blueprints, plans, and related items;
- Ability to understand contract language and methods of contract administration;
- Ability to process relocation assistance;
- Ability to make accurate computations;
- Ability to operate various data systems for record keeping;
- Ability to work independently and as part of a team;
- Ability to apply creative alternatives to problem solving and conflicts;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;

- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to establish and maintain interpersonal relationships, including customer relations;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Associate's Degree in Real Estate, Finance, Economics, Business, or in a related field;
- One to three years experience in loan processing, property rehabilitation, construction, escrow procedures, financial accounting, real estate transactions, and public agency programs.

Required Special Qualifications

- Valid Class C California State Driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which enables the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which enables the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, which enables the employee to operate a personal computer, telephone, and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which enables the employee to function within a general office environment and in the field.